



Center for Educational Performance and Information

How to Review and Update the School Code Master

School districts and intermediate school districts (ISDs) must update the online School Code Master (SCM) whenever school or ancillary facility information changes. As the official directory of schools and facility information, the SCM links the Michigan Education Information System (MEIS) data sets by the SCM school/facility code number. Updates include changes in the name of a school, contact information (e.g., administrator, address, area code, e-mail), grade range adjustments, as well as requests for new school or ancillary facility numbers and permanent closings of schools.

When SCM records are out of date, data submission is more difficult. With accurate records, the management of data and data submission operates more smoothly. In addition, the Center for Educational Performance and Information (CEPI) and the Michigan Department of Education (MDE) use the SCM e-mail addresses to communicate with school district administrators.


Each school district and ISD should have at least one authorized user for the online SCM who can access the SCM regularly via the Internet to verify/edit official information. To identify the currently authorized users for the online SCM for your district, send an e-mail request to Help-Desk@michigan.gov.

How to obtain an MEIS account for the SCM and all MEIS applications

You must have an MEIS account to submit or edit data in the SCM. If you already have an MEIS account, you do not need to create another account. If you do not have an MEIS account, go to www.michigan.gov/meis and click on the "MEIS" logo. Follow the instructions to create a new account. Be sure to write down and keep your MEIS account number, login name, and password.

How to obtain a School Code Master Security Agreement

The district superintendent must authorize individuals to access or edit records in the SCM.

1. Go to <http://www.michigan.gov/cepi> and click on "MEIS Data Services." At the next screen, click on "School Code Master." At the next screen, click on "School Code Master Security Agreement." Adobe Acrobat Reader must be installed on your machine. If you do not have Adobe Acrobat Reader, click on the  icon to take you to the Web site where you can download a copy. Once you have successfully downloaded Adobe Acrobat Reader, you will be able to open the School Code Master Security Agreement and any other document posted to the Web as a PDF (portable document format).
2. Print the School Code Master Security Agreement, read the instructions, and complete the agreement. **The agreement must be signed by the person accessing the SCM and by the district superintendent.**
3. Fax the completed and signed security agreement, as directed on the bottom of the form, to 517.241.8439. Allow three to four business days for processing. You will be notified by e-mail when you have SCM authorized user access. Your signed security agreement authorizes you to access and update the School Code Master, request to add a school/facility code number, or request closure of a school/facility code number.

How to access your School Code Master records

1. Go to <http://www.michigan.gov/scm>.
2. Click on "Authorized User Login." Enter your MEIS login name and MEIS password.
3. You may "View/edit" your schools/facilities, "Add" a school/facility, or "Close" a school/facility.

Note: For additional assistance, you may wish to access the "SCM User's Guide (Authorized Users)" at http://www.michigan.gov/cepi/0,1607,7-113-986_10485---,00.html. If you have additional questions, please send an e-mail to the Department of Information Technology Client Service Center [\[Help-Desk@michigan.gov\]](mailto:Help-Desk@michigan.gov) or call 517.335.0505. Please provide your name, district code, district name (if applicable), CEPI application name, your telephone number (including area code and extension), your e-mail address, and your specific questions.